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DETAILS

SECTION I - DETAIL OF CIVILIAN EMPLOYEES WITHIN THE AGENCY

CONTENTS

- | | |
|---------------------|--------------------|
| 1. General | 5. Authorized Uses |
| 2. Definition | 6. Restrictions |
| 3. Policy | 7. Procedures |
| 4. Responsibilities | |

1. GENERAL

This section states Agency policy, responsibilities and procedures for detailing civilian employees (staff employees and staff agents) within the CIA to perform duties not covered by their current position. Employees may be detailed from headquarters to [REDACTED].

Such details are distinct from temporary duty assignments which involve the performance of duties by an employee while in a travel status which are directly related to his regular, official position.

2. DEFINITION

Agency detail is the temporary assignment of an employee without a change in pay status from his official position to another position or organizational unit, at the Branch or higher level. At the end of the detail the employee is returned to his regular position.

3. POLICY

- a. Employees will be detailed, as necessary, to meet temporary operational

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requirements; to alleviate unusual work loads or temporary personnel shortages; or to develop their capabilities in accordance with a defined career plan.

- b. An employee may be detailed from a position in his office of assignment to another organizational unit in order to perform work for which a position has not been established when (1) the employee is awaiting reassignment, (2) the detail is for the purpose of alleviating a work emergency as defined in this section, or (3) the detail will enable the employee to secure instructional or job training which will increase his effectiveness in his current assignment or his capacity to assume other duties and responsibilities.

4. RESPONSIBILITIES

- a. The Director of Personnel, or his designee, is responsible for the general administration of this section, including the review and approval of requests for an employee's detail when the period of the proposed detail plus the period of the employee's previous service on detail would exceed six months in a calendar year.
- b. Operating Officials* are responsible for the administration of this section within their areas of jurisdiction and for approving details

* Operating Officials include Directors, Chiefs of Staff and the Comptroller in the Office of the Deputy Director (Support), Chiefs of Senior Staffs and Area Divisions in the Office of the Deputy Director (Plans), and Assistant Directors in the Office of the Deputy Director (Intelligence).

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except those requiring the approval of the Director of Personnel, after determining whether or not employees requested for use as details are available. In the event it becomes apparent at the time an employee is detailed, or during the period of the detail, that an organizational change should be effected in conjunction with the detail, the Operating Official concerned will transmit this information to the Office of Personnel in order that appropriate action can be taken.

- c. The Director of Security will determine whether details are in accord with security requirements.

5. AUTHORIZED USES

Subject to the restrictions contained in paragraph 6 below, details may be authorized under the following conditions:

- a. An employee may be detailed when there is a work emergency in an organizational unit due to a temporary shortage of personnel, an exceptional volume of work, or both.
- b. An employee may be detailed when, as a result of a reorganization or creation or change of a position, it is necessary to assign the employee to the new or changed position, and its duties cannot be finally concluded at the time of the assignment. The employee may be detailed from his old position pending final determination of the duties and responsibilities.
- c. An employee may be detailed to a position during the temporary absence of the incumbent.

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- d. An employee may be detailed in order to secure instructional or job training, which will increase his effectiveness in his current assignment or his capacity to assume other duties and responsibilities.
- e. An employee may be detailed to a position of a higher grade or in a different kind of work in order to determine his ability to perform the duties and to meet the requirements associated with the position. Such details will be confined to employees who are otherwise fully qualified for such assignments.
- f. An employee may be detailed to a different organizational unit, including movement between field units, to perform duties and responsibilities created by a special project or high priority program, which are different from those of his regular position.

6. RESTRICTIONS**a. TIME LIMITATIONS**

- (1) The maximum time limitation for an individual detail is 120 days.
- (2) If unusual circumstances or compelling reasons necessitate the continuance of the services of a detailed employee for a period longer than that designated above, the appropriate Operating Official may approve the renewal of detail, except that a detail may not be renewed for a period exceeding 120 days. In addition, the Operating Official must recommend and the Director of Personnel

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must approve an employee's detail which in combination with previous details would exceed 6 months' service on detail within a calendar year.

b. OTHER RESTRICTIONS

Details will not be authorized in the following cases:

- (1) A detail will not be authorized for the purpose of circumventing any statutory or regulatory requirement imposed by or binding upon the Agency.
- (2) A detail will not be made when a formal personnel action should be used. A reassignment should be effected to transfer an employee when the desired service is expected to continue for a period in excess of 120 days from the time action is initially taken.
- (3) In cases of details instituted under the provisions of paragraph 5.a. through c., no employee whose assignment is outside an organizational unit will be detailed to that unit when a qualified person occupying a position within the component is available for detail.

7. PROCEDURES**a. INITIATION OF DETAILS LESS THAN 30 DAYS****CONFIDENTIAL**

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A detail for 30 days or less may be arranged informally within an organizational unit by the supervisors concerned and between the areas of jurisdiction of Operating Officials by such Officials or their designees.

b. INITIATION OF DETAILS EXCEEDING 30 DAYS

A detail for longer than 30 days will be requested by the detailing office through the preparation and submission of a Standard Form 52, Request for Personnel Action, to the Operating Official. If he approves the detail, he will forward the form to the Office of Personnel for inclusion in the employee's Official Personnel Folder. The SF-52 will be executed according to the procedure as outlined in paragraph XIII, [REDACTED]

c. RENEWAL OF DETAILS

Each request for an employee's detail which in combination with previous details of the employee would exceed six months within a calendar year will be submitted through administrative channels to the Director of Personnel for approval. The SF-52, in duplicate, will be accompanied by a memorandum from the Operating Official concerned, justifying the request.

d. OBTAINING SECURITY APPROVAL FOR DETAILS

Security concurrence will be obtained by the detailing office, by phone or through an informal memorandum of request for concurrence, prior to the movement of an employee on a proposed inter-office detail

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for a period under 30 days. For details in excess of 30 days, security coordination by the detailing office will be effected in accordance with the procedure outlined in Appendix 4, [REDACTED], which provides for the submission of an additional two copies of the SF-52 to the Office of Security.

25X1A

e. **OPERATIONAL CONTROL OF EMPLOYEE DURING PERIOD OF DETAIL**

- (1) The employee will be under the supervision of the receiving office during the period of the detail. The supervisor to whom an employee is detailed is authorized to take or recommend disciplinary action when required and to approve requests for leave.

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- (3) The receiving office will be responsible for informing the detailing office of the time and attendance of the detailed employee, thus enabling the latter to fulfill its responsibility for obtaining and submitting current time and attendance reports.

- (4) The detailing office will be responsible for the receipt and proper delivery to the detailed employee of his regular salary checks.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director (Support)

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